

PROCEDURE 0110.07
Issued January 1, 1994

SUBJECT: Construction of new buildings/facilities.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To provide agencies with the procedure to obtain new facilities or buildings.

CONTACT AGENCY: Department of Management and Budget (DMB), Office of Facilities, Design Division
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SUMMARY: Agencies needing the construction of new buildings or entire facilities or renovations in excess of \$1 million are required to use the services of DMB, Office of Facilities.

APPLICABLE FORMS: DMB-400, -401, -402, -403, -404, -406, -407, -410, -412A, -413, -418, -427, -429, -430, -431, -436, -437, 440, -441, -442, -443, -444, -445, -446, -450, -452, -455, -456, -459, -460, -461, -462, -463, -464, -466, -467, -468, -483, -485, -487, -496, OOB-145, and the Contract for Professional Services.

PROCEDURES:

Agency:

- Obtains funding for the project (See Procedure 0110.04).
- Submits project detail information to DMB, Office of Facilities, including a brief description of the project scope and verification of the funding and requests professional services for design.

Facilities:

- Conducts professional services selection. See Procedure 0110.09. Makes recommendation to the director of the DMB for award of a professional service contract.

DMB Director:

- Approves award of contract to professional.
- Requests release of funds for Program Analysis/Schematic or Preliminary phase, if required, from Joint Capital Outlay Subcommittee (JCOS).

JCOS:

- Approves release of planning funds from the preliminary planning appropriation.

Facilities:

- Obtains proper insurances and executes contract with professional service contractor.
- Sends 1 original to the professional service contractor and retains 1 original in-house.

Professional Service Contractor:

- Prepares planning documents for review by the Office of Facilities and agency.

Facilities:

- Upon review and acceptance by the office and agency, submits planning documents to JCOS for approval.

JCOS:

- Approves planning documents.

Facilities:

- Prepares a work order and obtains appropriate signatures.
- Prepares Finance and Claims agenda for release of final planning and construction funds and submits agenda, along with OOB-145, to Budget Offices.

Budget:

- Reviews agenda and OOB-145 and submits to Office of Contract Management.

Contract Management:

- Submits agenda to State Administrative Board for approval.

SAB:

- Approves or rejects agenda.

Budget:

- Submits approved OOB-145 to Office of Financial Management and Office of Facilities after approval by the State Administrative Board.

Financial Management:

- Processes Journal Voucher to release the funds.
- Copy of Journal Voucher sent to Office of Facilities to notify that the funds have been released.

Facilities:

- Sends out approved copies of the work order and retains original work order in-house.
- Notifies professional service contractor to commence with final planning.
- Conducts periodic review meetings with the agency and professional service contractor.

Professional Service Contractor:

- Completes final planning and prepares documents for construction bidding.
- Obtains required prevailing wage rates and plan reviews by agencies/departments, if necessary, for inclusion in bidding documents.

Facilities:

- Advertises project for construction bids.

Professional Service Contractor:

- Distributes bidding documents to interested bidders.
- Conducts pre-bid meetings and site walk-throughs, if required, and answers questions and issues addendums, if required.

Facilities:

- Receives proposals and conducts a weekly, public bid opening.
- Reviews proposals for compliance with state requirements, including bid security, Certificate of Awardability, etc.
- Forwards copies of bids to professional service contractor for review and recommendation of award or rejection of bids.

Professional Service Contractor:

- Reviews bids for compliance with project requirements and makes recommendation either to award the contract or to reject bids, redesign, and re-bid the project, to the Office of Facilities.

Facilities:

- Reviews recommendation and if a contract is to be awarded, prepares an agenda and submits a recommendation to the State Administrative Board or the director of the DMB for approval.

SAB or DMB Director:

- Approves or rejects recommendation for award of contract. If a contract cannot be awarded, the bids will be rejected and the bidders notified of the intended action to redesign and re-bid in the future.

Facilities:

- Obtains required insurances, bonds, and signatures of all parties for proper execution of the contract with construction company.

Contractor:

- Constructs project in accordance with the contract documents.

Facilities:

- Conducts periodic progress meetings with contractor, professional service contractor, and agency.
- Monitors construction progress in accordance with contract documents.
- Processes contractual payments.
- Reviews final project close out documents and as-built drawings.
- Ensures that all proper waivers and permits are obtained.
- Submits appropriate close out documents, warranties, and instructional data to the agency.

Agency:

- Upon substantial completion, occupies and operates the facility.

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